TRAVEL MANITOBA

Manitoba
Industry, Trade
and Tourism

Tourism Development Handbook

Getting Started in the Tourism Accommodation Industry

Department of Industry Trade and Tourism
TRAVEL MANITOBA
7th Floor - 155 Carlton Street,
Winnipeg, Manitoba,
R3C 3H8

89-05876/

FOREWORD

This booklet is designed to assist those persons who are contemplating the establishment, expansion or upgrading of tourist accommodation facilities in Manitoba. In addition to outlining the legal and regulatory requirements that must be met, it also provides other useful information and a listing of further sources of information and advice. Operators of tourist accommodation facilities are also invited to take advantage of the advisory assistance available to them through the development consultants of Travel Manitoba.

CONTENTS

	Page No.
Planning	1
Application Procedure	2
Additional Sources of Information and Advice	13
Directory	16

PLANNING

- This booklet is primarily devoted to the legal process of establishing tourist accommodations. Before undertaking this process, prospective operators should have some idea of whether their proposals have a chance of commercial success.

- All too often, prospective operators plan to invest their life savings in a motel on the strength of the fact that they own some highway property and see of a large number of cars going by. Others would build a hunting and fishing lodge on a lake they have simply picked off a map with no idea of its fishing potential. Others have decided to proceed with a project based on the assumption that some agency will lend them the necessary funds.

- Such cases can all be traced to the idea that, from the casual observer's point of view, the accommodation business looks easy. However, it takes careful planning, long hours of hard work and expert management to make a living in this highly competitive business.

- The development consultants of Travel Manitoba are prepared to assist any prospective operator with the planning and development of tourist accommodation facilities.

APPLICATION PROCEDURE

Department of Industry, Trade and Tourism (Travel Manitoba)

- Under the regulations governing transient accommodation facilities, you are required to obtain a permit to establish before commencing construction. This regulation applies not only to new operations, but also to expansion of existing operations, renovations to existing buildings, moving an existing building from some other site, the construction of outcamps, and the establishment of outfitting bases. This requirement is made to ensure that buildings will be suitable and that new establishments will be compatible with resource use where this is a consideration. Regulations governing transient accommodation facilities and licencing procedures fall within the jurisdiction of the Department of Industry, Trade and Tourism. Prospective operators should consult the Travel Manitoba branch of this department to gain an understanding of the legal requirements they will be encountering. Also important, however, is the possibility that a consultation at this stage may save unnecessary expenditures on planning a project which, because of zoning, environmental protection or other constraints, cannot be authorized. In a few cases, without consulting Travel Manitoba, people have spent time and money drawing up elaborate plans only to learn that someone else has already obtained a permit to build on the same site. Some persons have even completed construction of buildings, then learned the buildings could not be used because they did not meet fire safety or construction standards. In such cases, renovations can be extremely costly.

- After consultation, if there is no immediate reason why your proposal is not possible, the development consultant can provide you with materials which you can use to make formal application.

In order to assist you with the preparation of your application, the following is a synopsis of the basic requirements of the Licencing Advisory Committee.

1. **A completed application form together with the required non-refundable fee of $50 for each application.**
2. **A letter or other documentation from your local government (city, town, rural municipality or local government district) indicating that your proposal does not contravene any local zoning requirements or bylaws that may exist.**
3. **A letter or written notification from Environmental Control Services (local public health inspector) indicating they have reviewed and approved your plans.**

Continued.....

4. **A copy of your site plans (showing the exact latitude and longitude or a topographical map with site marked) and building plans together with a Plans Examination Report from your local building inspector. If your area doesn't have a building inspector, then your plans must be submitted to the Office of the Fire Commissioner, Engineering and Technical Services Branch, Room 510, Norquay Building, Winnipeg R3C 0P8, for their approval.**
5. **A letter outlining your proposed method of operation, your angling policy relative to limits, promotional strategy, services to be provided to guests, a detailed list of equipment to be used, transportation method, and any other information you feel will assist the committee in reaching a decision.**

- The development consultant will also inform you of the requirements of other agencies which have jurisdiction over zoning, land use, construction, environmental protection, fire safety or other specifics which may affect your proposal. The branch also has reference materials, which in some cases may be kept and in other cases may be borrowed from the department library.

- Often an on-site inspection is advisable. In such a case, arrangements can be made for you to meet a development consultant at the proposed site.

- When these preliminary discussions are complete, you are ready to prepare your application to the Licencing Advisory Committee.

Licencing Advisory Committee

- The Licencing Advisory Committee is set up under the Department of Industry, Trade & Tourism to advise the Minister on matters respecting transient accommodation facilities. The Committee's responsibility is to review applications and recommend acceptance or denial or other appropriate action.

- Voting members of the Committee consist of:

    1. Director of Development, Travel Manitoba
    2. A representative of The Development Section, Travel Manitoba
    3. A representative of The Department responsible for Natural Resources
    4. A representative of The Department of Northern Affairs
    5. A representative of The Department of Municipal Affairs
    6. A representative of The Department of Health
    7. A representative of The Manitoba Liquor Control Commission

- The Licencing Advisory Committee meets approximately eight times per year. In order for any specific application to be heard, the application with all supporting material must be received not later than 20 working days prior to the meeting. This requirement is made so that construction plans can be checked for fire and construction safety and with field offices of interested departments.

- Licencing Advisory Committee meetings are generally closed. Applicants are not asked to present their applications in person; however, they may appear on their own behalf under special circumstances. It is also possible that an applicant may be asked to appear in the case of an appeal. Appeals must be forwarded by letter to the Chairman of the L.A.C.

- All applications and material pertaining thereto are held in strictest confidence by all government departments involved. All applications should be mailed to the Secretary, Licencing Advisory Committee, Travel Manitoba, 7th Floor, 155 Carlton Street, Winnipeg, Manitoba R3C 3H8.

Establishment Classification

- All transient accommodation facilities in Manitoba licenced by Travel Manitoba are inspected and star-rated by a quality assurance officer. Although accommodation facilities licenced by the Manitoba Liquor Control Commission are not required to be star-rated, we encourage operators to have this done for Tourism promotion purposes. Your final star-rating classification will depend upon the design, construction, landscaping, decoration, furnishing, and amenities of your establishment.

- Rating criteria are published in the regulations governing transient accommodation facilities and should be consulted prior to initial project planning.

- The rating given an establishment is published in promotional material distributed by Travel Manitoba.

Application Requirements

1. **A Completed Application Form**

   General

   Applicants should bear in mind that the Licencing Advisory Committee wishes to arrive at a decision which is in the best interests of the people of the province. Tourism, the highest and best use of the resource base and most importantly, the travelling public.

The Committee must make its decision on the strength of the information supplied by the applicant. It is to the applicant's advantage, therefore, to supply complete and detailed information. The applicant should feel free to add any information not required on the form which he thinks may clarify the specifics of the projector operation and thereby assist the Committee in assessing the application.

Personal Information

Indicate the name of the person who will own or operate the proposed/existing establishment.

Type of Facility

Indicate the type of facility which you plan to establish, expand or structurally alter and the size of the project in terms of number of new units. Also indicate whether the project will operate year round or only on a seasonal basis.

Name, Owner, Location

Indicate the name of the establishment and the legal owner. If the proposed location is on patented (private) land, please enter the legal identification of the land, and directions as to how the site can be reached. If the proposed location is to be on crown land, relate to prominent geographic features and describe as accurately as possible.

Financial

Indicate the cost of the project in terms of land, buildings, site improvements, furnishings and equipment. Also indicate how the necessary funds will be raised.

Method of Operation

Applicants who are or will be involved in the use of natural resources must describe their proposed method of operation as it relates to such factors as angling policy relative to limits, promotional strategy, transportation methods, nature of hunting operation and explanation of all goods and services to be provided to guests.

Equipment

Those operators covered by the preceding section must also list all the equipment they plan to use in their operation.

Declaration

The application form is not complete until the declaration form is completed.

2. **Site Map**

A map on a scale of not less than four miles to one inch is required and must show the precise location of the proposed establishment.

3. **Required Plans**

Building plans must show enough detail to be assessed by The Office of the Fire Commissioner, Engineering and Technical Services Branch, or your local building inspector for structural and fire safety. All building and site plans must also meet minimum requirements as specified in The Regulations governing transient accommodation facilities. It is advisable to make several copies as various agencies may require a file copy.

Site Plans (Scale - Not more than 100 feet to one inch/30.48 metres to 2.54 cm)

Site plans must show:

1. The size of your proposed site.

2. The property in relation to highway, road(s), lake or river.

3. The location of proposed buildings. Buildings should be identified by name or number keyed to building plans.

4. The location of existing buildings. Existing buildings should be drawn in broken lines or shaded and identified.

5. The straight line distance from property lines, road(s), river or lake to the nearest building should be indicated.

6. If a road allowance or any other easement crosses any part of the site, such allowance or easement should be identified and illustrated using broken lines.

7. The location of hydro poles should be marked.

8. Any proposed or existing septic tank, disposal field or sewage lagoon should be shown and marked "existing" or "proposed".

9. Docks, boat ramps, launching ramps and any other waterfront facilities should be shown.

10. If you intend to provide tennis courts, shuffleboard, swimming pool, picnic area, playground or any other outdoor recreation facility, these should be illustrated on the site plan.

Contour lines need not be drawn. However, if there are outstanding terrain features such as a bog, cliff or sand beach on the site, these should be drawn in.

Site plans for tourist camping grounds must show the same things as indicated above, plus the following:

1. The size and location of each camping or trailer lot.
2. All picnic tables, fireplaces and garbage cans.
3. Water, electrical and sewage connections if applicable.
4. Dump station if applicable.
5. Recreation facilities.

Building Plans

Upon receipt, building plans are examined by a development consultant and/or a quality assurance officer of Travel Manitoba.

If plans are submitted showing that the prospective operator might overbuild or underbuild, or has omitted some important feature, or proposes something which will create future operational problems, correctional suggestions are made.

The plans must also be submitted to the Office of the Fire Commissioner, Engineering and Technical Services Branch or your local Building Inspector. A building inspector checks the plans for compliance with structural requirements of the Manitoba Building Code and may make suggestions as to good building practices, materials or alterations which can result in long-term savings on maintenance.

Finally, the Fire Commissioner's Office examines the plans for fire safety requirements.

The development consultant, building inspector and fire inspector cannot properly assess plans unless they show certain specific details. Not only could failure to show details result in processing delays, but an incomplete plan may prevent the examiners from making constructive suggestions.

Suggested Building plans checklist:

- Scale not more than 1/4" to 1"/.635 cm to 2.54 cm. - A separate set of plans must be submitted for each building with a different floor layout.
- Plans of buildings should be keyed to the name or number scheme on the site plan.

A complete set of plans should include:

1. Floor plans
2. Front elevation
3. Side and rear elevations (may be omitted if side and rear window areas, in square feet/metres, are shown by a window schedule keyed to floor plans).
4. A foundation section
5. A wall section
6. A ceiling section
7. A roof section
8. Details of any stairway of more than two steps
9. Separating wall section in multiple unit construction (motels).

Checklist

Floor plans should show:

- All room sizes
- All windows
- All interior and exterior doors showing direction of swing
- All partition walls
- All required fire separations
- A door schedule should be attached to any multiple unit, centre hall style floor plan
- Stairways if applicable
- All major fixtures and appliances
- Location of vent fans, duct work and fire stops
- The location and type of all in unit space heaters if applicable
- The location and description of fire extinguishers in all units with kitchens or space heaters

Elevations should show:

- All windows and doors
- Sign placement if applicable
- Exterior finish and colour
- Walkways, platforms, steps, railings and balustrades
- Exterior lights
- Ground level and drainage
- Attic venting

Foundation plan and sections should show:

- Footing size, thickness and strength
- Concrete walls, thickness and strength
- Beam size, spacing and span
- Joint size, spacing, span and bridging
- Sub flooring and floor finish
- Crawl space and ventilation if applicable.

If slab construction is used, foundation plan and section should show:

- Ground level and drainage
- Damp proofing
- Aggregate thickness
- Concrete thickness and strength
- Size and location of reinforcement rods or mesh

Wall section should be taken through largest window and should show:

- Stud size and spacing
- Plates, sills and headers
- Outside wall finish, sheathing, felt paper, cladding and decor
- Inside wall finish, sheathing, vapor barrier, cladding, insulation and decor.
- Horizontal fire stops in all walls over eight feet/2.44 metres high

Separating wall section multiple unit construction should show:

- Plates, studs, spacing and sills, lintels and sound barriers
- Wall finish and decor, sheathing, taping and insulation

Ceiling section should show:

- Joists, size, spacing and supports
- Finish and decor
- Duct work if applicable

Roof section should show:

- Rafter size, spacing, pitch, bracings, gussets, trusses
- Sheathing and roofing
- Crawl space, attics, vent louvres, soffits, ridge vents and fascia
- Flashing, eaves and valley protection if applicable

Stairway detail should show:

- Number of steps, rise, tread, stingers, braces and handrails

Other Requirements and Approval Procedures

Local Government Approval

- Where the proposed site is in an organized city, town, village, rural municipality, local government district or community council area, the applicant must obtain a letter from the Municipal Clerk, Local Government District Resident Administrator or Mayor stating that the proposed project does not conflict with Municipal or Local Government District zoning restrictions and complies with all local bylaws applicable thereto.

Health Approval

- Every application must have the sanction of the local Provincial Health Inspector (PHI). This approval may be obtained by contacting the local PHI/Environment Officer directly and must be submitted as part of the application.

  Location of PHI's/EO's are listed at the back of this booklet.

Highway Traffic Board Approval

- If the proposed facility is to be located on a provincial trunk highway or provincial road, permission to construct access must be obtained from the Highway Traffic Advisory Board. The applicant must furnish the Licencing Advisory Committee with a letter or other document showing that application for access has been made.

- If applicants intend to use roadside signs, advertising or directional signs leading to their establishments, such signs must be approved by the Highway Traffic Board prior to erection.

- Applications for access permission and signs approval may be obtained by writing to the secretary of the Highway Traffic Board.

Office of the Fire Commissioner

- All building plans must be approved by your local building inspector or by the Office of the Fire Commissioner, Engineering and Technical Services Branch, Room 510, Norquay Building, Winnipeg, Manitoba R3C 0P8.

Permit for Establishment

- Applicants will be notified of the Licencing Advisory Committee's decision and recommendations. If the application is approved, a permit to establish will be issued. It must be posted in a conspicuous location at the construction site.

Licencing

- During construction a quality assurance officer will make periodic site inspections and following a final inspection to ensure that all requirements have been met, a licence to operate will be issued.

Application for Approval in Principle

- Where prospective operators propose to utilize crown resources (fish, game, timber, land) as a basis for their operation, there is always a possibility that their intended use of these resources will be incompatible with sound conservation practice. In such cases the Licencing Advisory Committee may not approve the application, or may recommend changes in the proposal. The possibility that a proposal might not be acceptable will usually be drawn to the applicant's attention by mail, or in their interviews with development consultants.

- In cases where a possibility of incompatible use exists, applicants are advised to apply to the Licencing Advisory Committee for "Approval in Principle Only". In this way, the applicant may learn whether the land and resources in question will be made available to them before they invest time and money in the preparation of full plans and in assembling other needed approvals.

- To apply for "Approval in Principle" applicants must submit a completed application form marked "For Approval in Principle Only" together with a map showing the proposed site and a rough site plan. There must also be a written prospectus outlining the number of accommodation units to be built, the number of people to be accommodated, provision for sanitary facilities, what food service and waterfront or recreational facilities will be included, what transportation methods will be used, and any other information applicants feel will be of assistance to the Committee.

- If approval in principle is granted, this simply tells applicants that the land could be made available. Before final approval can be granted, applicants must resubmit their applications, with all supporting information, as outlined in this booklet.

Manitoba Liquor Control Commission

- If the prospective operator proposes to construct facilities for serving alcoholic beverages, the entire application process is handled by the Manitoba Liquor Control Commission. In such a case, the Licencing Advisory Committee does not hear the application. Nonetheless, basic planning principles apply, and development consultants of Travel Manitoba may render planning advice and assistance.

- The Manitoba Liquor Control Commission requires the same prior approvals as those required by the Licencing Advisory Committee. It is therefore, strongly recommended that Travel Manitoba be consulted even where the Commission will process the actual application.

- Do not overlook the possibility that, although your initial establishment may be dry, you may wish to add alcoholic beverage facilities at some time in the near future. For some specific items such as public rooms, washrooms, hallway design, plumbing facilities and others, Manitoba Liquor Control Commission requirements differ from those of Travel Manitoba. Applicants are therefore advised to consult with the Commission if they anticipate alcoholic beverage service in the future.

ADDITIONAL SOURCES OF INFORMATION AND ADVICE

Department of Natural Resources

- Although a representative from the Department of Natural Resources attends the Licencing Advisory Committee meetings, prospective applicants who propose to make any use of fish, game or timber resources are strongly advised to discuss their proposal with their local regional director, conservation officer, or regional biologist.

- In many cases, these officers can advise you of restrictions which would cause the Licencing Advisory Committee to reject the application, and a considerable time saving might result. More important perhaps, local conservation officers and Natural Resources personnel have knowledge of fish and game resources and topography in your proposed area. Such knowledge could greatly assist you in choosing a good location and avoiding a bad one.

Survey and Mapping Branch

The Surveys and Mapping Branch of the Department of Natural Resources has a full supply of map indices and maps in all scales. These maps are available at various prices depending on the type required. Aerial photographs can be ordered through the branch's Air Photo Library.

Parks Branch

The Provincial Parks Branch has set aside certain portions of all parks as wilderness or other special-use areas. Tourist accommodation facilities may not be built in such areas. On the other hand, certain areas of parks have been specifically designated for resort and lodge development.

- Again, time can be saved by consulting with the Park Superintendent of the park in which you propose to locate. In addition to informing you of what areas of the park are available for commercial development, park officers can often recommend specific locations and offer valuable advice on many facets of construction and development.

Crown Lands Branch

If you propose to build on crown land outside a Park, a permit to occupy must be obtained from the Lands Branch. This permit will not be issued until the Licencing Advisory Committee has approved the project. It is to your advantage, however, to apply for your occupation permit at the same time you apply to the Licencing Advisory Committee. If there is any outstanding reserve on the land you seek, you can choose an alternate location without the case being referred back from the Licencing Advisory Committee.

When Licencing Advisory Committee approval is granted the Land's Branch will be notified. You may then arrange your occupancy permit.

- Land occupancy permits are usually issued on a year-to-year basis during the authorized construction period at a flat fee. Upon completion of construction, you may apply for a long-term lease or make application for purchase. At present, crown lands in Manitoba's Parks may not be sold for tourist establishments.

Office of the Fire Commissioner

- Where the preliminary interpretation or clarification of building code requirements may by expedient, applicants should contact the Engineering and Technical Services Branch of the Office of the Fire Commissioner, Engineering and Technical Services Branch. This procedure is especially recommended where the builder anticipates the use of new or unusual architectural techniques or unusual building materials. Such consultation could eliminate the possibility of plans being returned for alterations or additional details and save considerable processing time. If required, your tourist development consultant can assist with the above procedure.

Department of Agriculture

- In agricultural areas of the province, your local agricultural representative can supply information concerning types and availability of trees, shrubs and grasses which might be used in landscaping your property for beautification and the prevention of erosion.

Professional Consulting Firms

- A number of excellent professional business, engineering, architecture and design consulting firms operate in Manitoba. While these firms require fees for their work, the value of such expenditures can often be realized in the avoidance of costly planning mistakes or omissions. The use of professional consultants should certainly be considered in any case where your project will involve a substantial level of capital investment.

Chain, Franchise, and Referral Groups

- If you intend now or at any time in the future to make your establishment a franchise operation, or part of a referral group, you should investigate the requirements of such organizations. Some have certain requirements of which are best built in with the initial construction. Almost all of the franchise operations also have consulting services for assistance in research and planning.

Suppliers

- Major suppliers of furniture, fixtures and food service equipment can offer assistance with various aspects of planning and operation.

Lumber Companies

- Most of the major lumber and building material suppliers will assist you in the actual drawing of plans for small operations.

Hospitality Industry Organization

- The Tourism Industry Association of Manitoba is organized to represent operators in all field of hospitality accommodation and services. Prospective operators are advised to make themselves aware of the assistance which can be obtained from the Tourism Industry Association of Manitoba. This organization also has regional associations who can assist with the development and marketing of tourist operations.

- The Manitoba Hotel Association represents the hotel industry in the province. Prospective hotel operators should certainly check with the association regarding the services they offer. Persons proposing non-liquor facilities and other people who are not necessarily members of the Manitoba Hotel Association are invited to take advantage of the series of excellent training courses offered by the association.

- The Manitoba Lodges and Outfitters Association also provides services to operators in these segments of the tourist industry.

Regional Development Corporation

Every area of the province is included in a Regional Development Corporation. These corporations are composed of local municipalities banded together to cooperatively promote the economic development of the region with the advice and financial assistance of the Department of Industry, Trade and Tourism. Each corporation has a full time general manager.

The corporations are interested in all aspects of economic development and can often render valuable advice on regional economic conditions, markets and activities which may affect the ultimate feasibility of an accommodation facility.

DIRECTORY

Department of Industry, Trade and Tourism

Travel Manitoba

7th Floor
155 Carlton Street
Winnipeg, MB
R3C 3H8

Development Section	945-2381
Travel Information Services	945-4025
Marketing Section	945-4204
CANADA/MANITOBA TOURISM AGREEMENT	945-4848

Regional Development Corporations

5-155 Carlton Street Winnipeg, MB R3C 3H8	945-2025
Central Plains Inc. 203-20-3rd Street NE Portage la Prairie, MB R1N 1N4	857-8736
East-Man Regional Development Inc. 526 Park Avenue Beausejour, MB R0E 0C0	268-2884
Interlake Development Inc. Box 689 Arborg, MB R0C 0A0	376-5033
Norman Regional Development Inc. Box 1205 Thompson, MB R8N 1P1	778-8155
Parkland Regional Development Inc. 29-1st Ave. S.W. Dauphin, MB R7N 1R9	638-5919
Pembina Valley Development Inc. Box 1180 Altona, MB R0G 0B0	324-6645

Department of Agriculture

District Extension Offices

Altona (Box 969, R0G 0B0)
Arborg (Box 2000, R0C 0A0)
Ashern (Box 260, R0C 0E0)
Beausejour (20 First St. S., R0E 0C0)
Birtle (Box 39, R0M 0C0)
Boissevain (Box 729, R0K 0E0)
Brandon (1129 Queens Ave., R7A 1L9)
Carberry (Box 160, R0K 0H0)
Carman (Box 667, R0G 0J0)
Dauphin (27 Second Ave. S.W., R7N 3E5)
Deloraine (Box 529, R0M 0M0)
Dugald (Box 1, R0E 0K0)
Ethelbert (R0L 0T0)
Fisher Branch (Box 40, R0C 0Z0)
Gladstone (Box 532, R0J 0T0)
Glenboro (Box 250, R0K 0X0)
Grandview (Box 236, R0L 0Y0)
Hamiota (Box 50, R0M 0T0)
Killarney (Box 190, R0K 1G0)
Lundar (Box 40, R0C 1Y0)
Melita (Box 519, R0M 1L0)
Minnedosa (Box 1198, R0J 1E0)
Morden (Box 1359, R0G 1J0)
Morris (Box 100, R0G 1K0)
Neepawa (Box 670, R0J 1H0)
Pilot Mound (R0G 1P0)
Portage la Prairie (25 Tupper St. N., R1N 1W9)
Roblin (Box 970, R0L 1P0)
Rossburn (R0J 1V0)
Russell (Box 160, R0J 1W0)
St. Pierre (Box 100, R0A 1V0)
Ste. Rose du Lac (Box 180, R0L 1S0)
Sanford (Box 7, R0G 2J0)
Selkirk (201-446 Main St., R1A 1V7)
Shoal Lake (Box 100, R0J 1Z0)
Somerset (Box 189, R0G 2L0)
Souris (Box 850, R0K 2C0)
Starbuck (Box 40, R0G 2P0)
Steinbach (Box 760, R0A 2A0)
Stonewall (Box 920, R0C 2Z0)
Swan River (Box 370, R0L 1Z0)
Teulon (Box 70, R0C 3B0)
The Pas (Box 2550, R9A 1M4)
Treherne (Box 299, R0G 2V0)
Virden (Box 850, R0M 2C0)
Vita (Box 10, R0A 2K0)

Department of Natural Resources

Wildlife Branch
1495 St. James Street
Winnipeg, MB R3H 0W9 945-6815

Fisheries Branch
1495 St. James St.
Winnipeg, MB R3H 0W9 945-7803

Regional Management:
Northeastern Regional Specialist
59 Elizabeth Dr.
Thompson, MB R8N 1X4 778-4411

Northwestern Regional Specialist
Box 2550
The Pas, MB R9A 1M4 623-6411

Southwestern Regional Specialist
Box 448
Brandon, MB R7A 5Z4 728-4788

Eastern Regional Specialist
20 First Street S.
Beausejour, MB R0E 0C0 268-1411

Western Regional Specialist
27 Second Avenue S.W.
Dauphin, MB R7N 3E5 638-9111

Interlake Regional Specialist
Box 1129
Gimli, MB R0C 1B0 642-8724

Crown Lands
Permits/Leases
600-1495 St. James St.
Winnipeg, MB R3H 0W9 945-6767

Surveys and Mapping
Map Distribution & Remote Sensing Section
1007 Century Street
Winnipeg, MB R3H 0W4 945-6666

Parks Branch
4-258 Portage Ave.
Winnipeg, MB R3C 0B6 945-4413

Parks Branch
Regional Planning

East & Southeast 20 First Street S. Beausejour, MB R0E 0C0	268-1411
West & Southwest Provincial Building 340-9th St., Brandon, MB R7A 6C2	727-0747
Interlake Gimli Industrial Park Complex Box 40, Gimli, MB R0C 1B0	642-8786

Environment & Workplace Safety & Health

Environmental Control
Public Health Inspectors

Eastern Region	
Lac du Bonnet	345-8647
Gimli	642-5173
Selkirk	482-8085
Northern Region	
The Pas	623-6411
Flin Flon	687-3778
Thompson	778-4411
Southern Region	
Portage la Prairie	857-9711
Morden	822-5425
Steinbach	326-1363
Steinbach/Falcon Lake (May - Sept.)	349-2247
Western Region	
Brandon	727-8446
Virden	748-2321
Killarney	523-4661
Neepawa	476-2341
Parklands Region	
Swan River	734-3436
Dauphin	638-9111
Winnipeg Region	
North & East Kildonan	945-8558
R.M. of East & West St. Paul	945-8558
Springfield & Old Kildonan	945-8558
Fort Garry	945-8933
St. Boniface	945-8966
St. James & Brooklands	945-8922
Assiniboia & Headingley	945-8922
St. Vital	945-8966
Transcona	945-8944
West Kildonan	945-8359
R.M.'s of McDonald, Tuxedo & Charleswood (Winnipeg based)	945-8933

Department of Labour

Fire Commissioner's Office
Engineering and Technical Services Branch
510 Norquay Building
401 York Avenue
Winnipeg, MB R3C 0P8 945-3400

Department of Highways

Highway Traffic Board
206-301 Weston Street
Winnipeg, MB
R3E 3H4 945-8912

Manitoba Hotel Association
1505-155 Carlton Street
Winnipeg, MB R3C 3H8 942-0671

Manitoba Liquor Control Commission
1555 Buffalo Place
Winnipeg, MB R3T 1L9 284-2501

Tourism Industry Association of Manitoba
232-375 York Avenue
Winnipeg, MB R3C 3J3 943-1551

Manitoba Lodges and Outfitters Association
508-294 Portage Avenue
Winnipeg, MB R3C 0B9 943-9581